



**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION**

**TO ALL GENERAL CONTRACTOR APPLICANTS:**

Attached is an application for a City of Casper General Contractor's License. It is requested that you complete this form and return it to the City of Casper's Community Development Department at least 10 days before the Contractor's Board meeting which meets at the regularly scheduled time of the third Thursday of each month. All applications received before this time will be considered at the next regularly scheduled meeting. An oral interview may be necessary to complete the Board's decision. If any interview is determined to be necessary, you will be notified when to appear. Please complete the forms in their entirety and enclose any additional information that you feel will help the Board determine your qualifications regarding your application.

Each Applicant must choose the category of license that he/she wishes to apply for.

**CLASS I** authorized the contractor to construct, repair or alter any structure.

**CLASS II** authorizes the contractor to construct, repair or alter residences up to and including an eight-unit residential building and remodel of commercial structures of 25% of assessed value.

**CLASS III** authorizes the contractor to repair, remodel or alter single-family residences in an amount not to exceed 25% of assessed value.

**DEMOLITION CONTRACTOR** authorizes the contractor to demolish and remove any structure or building.

**ROOFING CONTRACTOR** authorizes the contractor to install, repair, or construct roofs and associated roofing materials.

Testing is required for all General Contractors categories with the exception of a Demolition Contractor. The testing is based on the latest edition of the 2006 International Building Code and is an open book test with a four (4) hour time limit. The testing will cover all areas of the code including wood framing, masonry, concrete, exiting, etc.

Note: The City of Casper will waive the testing requirement for Applicants who are currently licensed in jurisdictions with testing requirements that are the same or equal to the testing required by the City Contractors license, including the testing offered by the Wyoming Association of Municipalities or International Code Testing.

Every Applicant must show a minimum of four (4) years of experience in the construction trades to qualify for the General Contractors license. The experience criteria and the minimum time will be based on the judgment of the Board in evaluating each Applicant's background and qualifications.

**IMPORTANT NOTE:**

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**ALL AFFIDAVITS MUST BE BY A THIRD PARTY AND MUST BE NOTARIZED OR WRITTEN ON COMPANY LETTERHEAD. ALL APPLICANTS MUST SUBMIT AFFIDAVITS THAT WILL VERIFY A MINIMUM OF FOUR (4) YEARS OF CONSTRUCTION WORK EXPERIENCE BEFORE THE CONTRACTOR'S BOARD WILL CONSIDER YOUR APPLICATION. NOTE: SELF VERIFICATION OF AFFIDAVITS WILL NOT BE ACCEPTED.**

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SCHEDULE OF FEES

<u>Classification</u>		<u>New License:</u>	<u>Renewal:</u>
Class I	General Contractor	\$300.00	\$75.00
Class II	General Contractor	\$150.00	\$75.00
Class III	General Contractor	\$150.00	\$75.00
Demolition	General Contractor	\$150.00	\$75.00
Roofing Contractor		\$150.00	\$75.00

MINIMUM INSURANCE REQUIREMENTS:

Public Liability	\$100,000/\$300,000
Property Damage	\$100,000